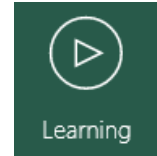


Navigating the Learning Module

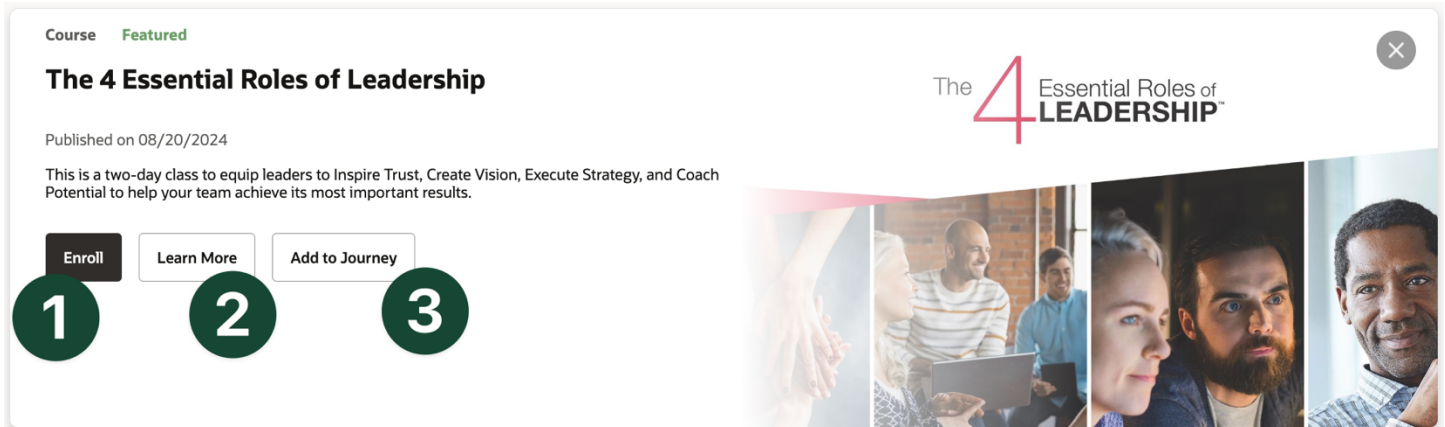
From the Ignite Homepage, select the Me tab, then the Learning tile.



The screenshot shows the 'My Learning Experiences' page. At the top, there is a search bar (2) and filter chips (3) for 'Enrollments All', 'Completed Date', and 'Enrolled on Date'. A 'Clear (1)' button is also present. On the right, there are 'Actions' and 'View Transcript' buttons (5). Below the search bar, a 'Sort By' dropdown menu is set to 'Due date' (4). The main area displays four course cards: 'Business Acumen & Ethics', 'Reporting: Excel Pivot Tables in Depth (Linked...', 'Capital Projects', and 'Training Lab: Month End Reconciliation Reports...'. Each card shows 'Self Enrolled', 'Not Started' status, and an enrollment date. At the bottom, there are 'Learning Catalog' (7) and 'My Learning' (1) navigation options.

1. This view defaults to “My Learning” which shows currently enrolled courses.
2. Users can search courses if enrolled in more courses than what fits on a screen.
3. Filter courses using filter chips. To clear all filters, click “Clear.”
4. Sort courses by Due date, Most recently assigned, Most recently completed, and Title.
5. View Transcript displays all completed courses.
6. Clicking on a course opens more details about the course.
7. Click “Learning Catalog” to browse categories and topics, or Search through the learning catalog.
8. Actions available include:
 - Record External Learning
 - Request Noncatalog Learning
 - View My Learning Communities

Enroll in a Course



Course **Featured**

The 4 Essential Roles of Leadership

Published on 08/20/2024

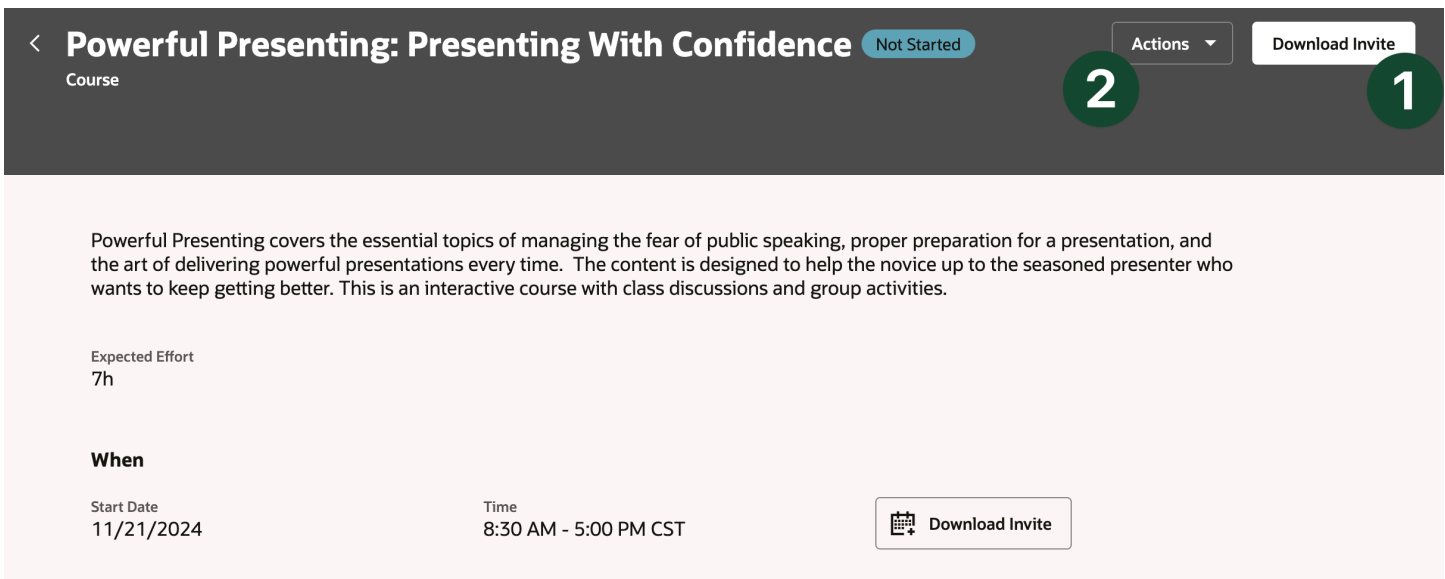
This is a two-day class to equip leaders to Inspire Trust, Create Vision, Execute Strategy, and Coach Potential to help your team achieve its most important results.

Enroll Learn More Add to Journey

1 2 3

1. Enroll in the course and select an offering from those available, as well as a course description.
2. Learn More about the course. This describes the course, as well as any other pertinent information.
3. Add to Journey. This feature allows users to “bookmark” a course for future consideration. A side panel will extend from the right side of the screen, allowing users to create a journey that is only visible in Me > Journeys. A course can be added to an existing journey in the same way.

Enrollment Information



< **Powerful Presenting: Presenting With Confidence** Not Started

Course

Actions Download Invite

2 1

Powerful Presenting covers the essential topics of managing the fear of public speaking, proper preparation for a presentation, and the art of delivering powerful presentations every time. The content is designed to help the novice up to the seasoned presenter who wants to keep getting better. This is an interactive course with class discussions and group activities.

Expected Effort
7h

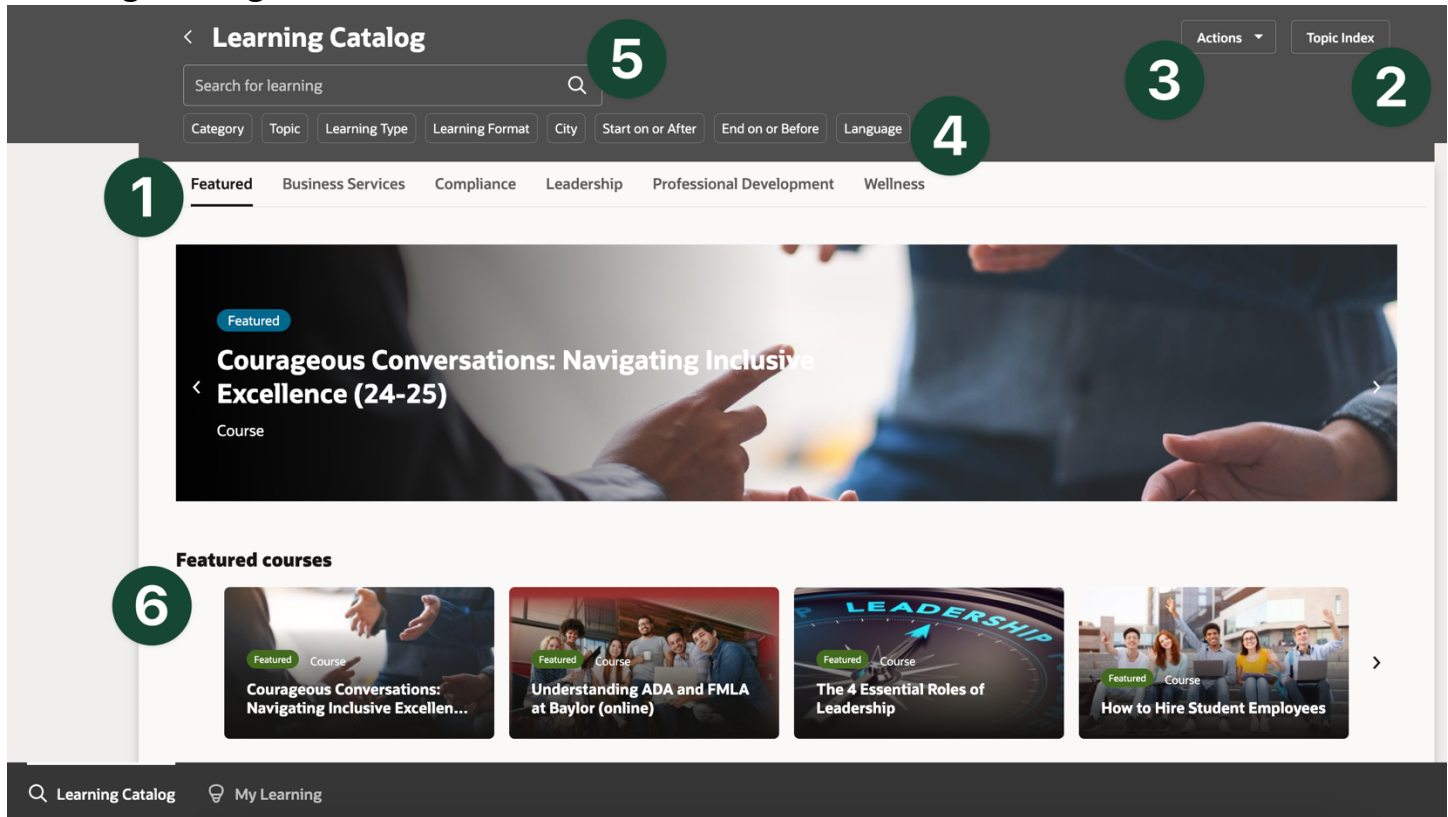
When

Start Date 11/21/2024 Time 8:30 AM - 5:00 PM CST

Download Invite

1. Download a calendar invite, in two locations on this page.
2. Actions available include:
 - View More Enrollment Details
 - View Learning Item Details
 - Find Offering
 - Rate Learning
 - Recommend
 - Withdraw

Learning Catalog Screen



The screenshot shows the Learning Catalog interface. At the top, there is a navigation bar with a back arrow, the title 'Learning Catalog', and a search field (5). To the right of the search field are 'Actions' and 'Topic Index' buttons (2). Below the search field are filter tabs for 'Category', 'Topic', 'Learning Type', 'Learning Format', 'City', 'Start on or After', 'End on or Before', and 'Language' (4). A horizontal menu (1) contains tabs for 'Featured', 'Business Services', 'Compliance', 'Leadership', 'Professional Development', and 'Wellness'. The main content area features a large featured course card (6) titled 'Courageous Conversations: Navigating Inclusive Excellence (24-25)'. Below this is a 'Featured courses' section with four smaller course cards: 'Courageous Conversations: Navigating Inclusive Excellence...', 'Understanding ADA and FMLA at Baylor (online)', 'The 4 Essential Roles of Leadership', and 'How to Hire Student Employees'.

1. Categories. These tabs represent groups of topics to help users narrow course options.
2. The Topic Index provides a list of all topics within their respective categories, which can be sorted alphabetically. See the next page for more information.
3. Actions:
 - Request Noncatalog Learning
 - View My Learning Communities
 - View Recommendations I Made
4. Narrow the search by using filters.
5. Search field: Search for courses with keywords.
6. Featured courses. These are courses currently being featured by Baylor University.

Topic Index

Navigation: Me > Learning > top right, Topic Index

Topic Index

33 items

Category Alphabetic

1

Business Services

- Capital Projects
- Excel
- Finance
- Pay Information
- Purchasing
- Reporting
- Research
- Total Contract Management

Compliance

- Clery Act
- Cybersecurity
- Equity
- Title IX
- Youth Protection

Leadership

- Communication
- Compensation
- Conflict Resolution
- Leadership Lessons
- Leadership Skills
- Leadership Spotlight
- Managers
- Performance Management
- Teamwork

2

Professional Development

- Career Development
- Change Management
- Communication
- Finance
- Leadership Skills
- Mentoring
- Performance Management
- Productivity
- Project Management

Wellness

- Health
- Retirement

3

1. List of topics to browse.
2. Topics can be sorted alphabetically.
3. Click the small bookmark to save the item. To view it, navigate to: Me > Learning > top right, Actions > View My Learning Communities.

My Learning Communities

2 items

Sort By I'm a Member Of I Manage

Communication

Topic Community

Teamwork

Topic Community